Reducing Overdose through Community Approaches Mentorship Program

Opportunity for Funding - Informational Webinar

November 8, 2022, 3:00-4:00pm EST

NACCHO
National Association of County & City Health Officials

NACCHO
National Association of County & City Health Officials

Welcome!

Thank you for joining this informational webinar. We will begin shortly.

Be sure to:

- Mute your computer speakers if you are joining via phone to minimize interference or echoes
- Stay muted unless you are actively speaking
- Submit any questions you may have in the Q&A box

NACCHO
National Association of County & City Health Officials

Poll

Are you interested in applying as a…

- Mentor
- Mentee
- Unsure

NACCHO
National Association of County & City Health Officials

About NACCHO

- Non-profit membership serving approximately 2,800 local health departments (LHDs) across the country
- Provides capacity-building resources to support LHDs
- Advocates on behalf of LHDs with federal policymakers

NACCHO
National Association of County & City Health Officials

Background and Eligibility Requirements

NACCHO
National Association of County & City Health Officials

Project Goal

This program is designed to:

- **Pair LHDs** that have experience in advancing their ACEs, substance use, and overdose prevention programs **in key strategy areas** with peer LHDs interested in receiving technical assistance (TA) and support to strengthen their jurisdiction's capacity.
- Provide **bi-directional learning** to share strategies, resources, and tools that can be integrated into prevention and response efforts.
- Establish a **network of LHDs across the country** to be a resource for continuous learning and connection around substance use and overdose prevention both during and following the project period.

NACCHO
National Association of County & City Health Officials

Mentee Eligibility

An eligible applicant:

- Is a Local Health Department (LHD)
- Has one primary point-of-contact and at least one staff member serving as the mentee
- Has or can immediately acquire an active System for Award Management (SAM.gov) number
- Can sign and execute a contract within approximately 30 days of receipt
- Can commit to the project requirements and complete all associated deliverables

NACCHO
National Association of County & City Health Officials

Mentor Eligibility

An eligible applicant:

- Is a Local Health Department (LHD)
- Has one primary point-of-contact
- Has one staff member serving as the lead mentor, with:
  - Has experience and expertise in one or more of the key strategy areas
  - Has at least 5 years of professional experience in the areas of expertise identified
  - Is able to dedicate at least 5-6 hours/month per mentee to this program
  - Has at least 1-2 years of experience working in an LHD
  - Has at least 1-2 years of experience in a leadership or mentorship role
- Has or can immediately acquire an active System for Award Management (SAM.gov) number
- Can sign and execute a contract within approximately 30 days of receipt
- Can commit to the project requirements and complete all associated deliverables

NACCHO
National Association of County & City Health Officials

Award Overview

- Cooperative agreement between NACCHO and the Centers for Disease Control and Prevention (CDC)
- Up to twenty-five (25) awards available each for mentees and mentors
  - Mentees: Up to $150,000
  - Mentors: Up to $70,000 to support one mentee; up to $125,000 to support two mentees
- 12-month project period beginning February 1
  - First contract period: February1, 2023 – July 31, 2023
  - Second contract period (following approval of an extension): August 1, 2023 – January 31, 2024

NACCHO
National Association of County & City Health Officials

Contract Terms

- Selected applicants will be required to identify and designate an agency to enter a contract with NACCHO, to serve as a fiscal agent for the project and to submit the deliverables specified in the contract.
- Agreement with NACCHO's standard contract terms and conditions is required. Please notify us as soon as possible with any issues with the standard contract.
- Contract will be deliverable based – See the anticipated schedule of deliverables in Appendix B of the RFP.

Project Timeline

Event	Date/Time (All Times EST)
Launch RFA	October 25, 2022
Application Submission Deadline	December 5, 2022 11:59 PM ET
Award Notification Date	On or around December 19, 2022
Initial Contract Start Date	February 1, 2023
End of Initial Period of Performance	July 31, 2023
End of Project (upon CDC approval of no cost extension)	January 31, 2024

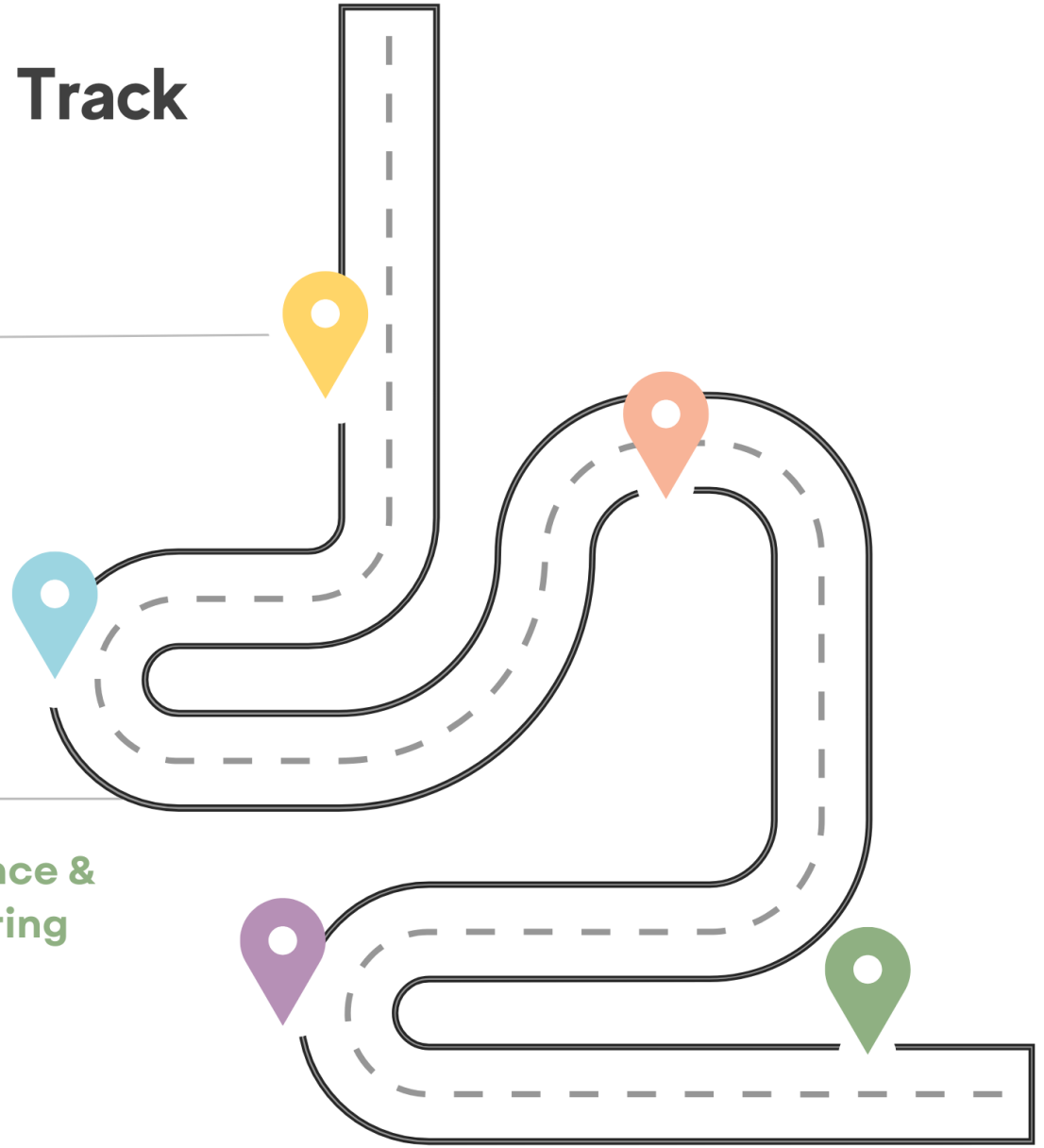
NACCHO
National Association of County & City Health Officials

Program Overview

NACCHO
National Association of County & City Health Officials

Overdose Prevention and Response Track Key Strategy Areas

- Linkages to Care
- Providers & Health Systems Support
- Partnerships with Public Safety & First Responders
- Harm Reduction
- Surveillance & Data Sharing



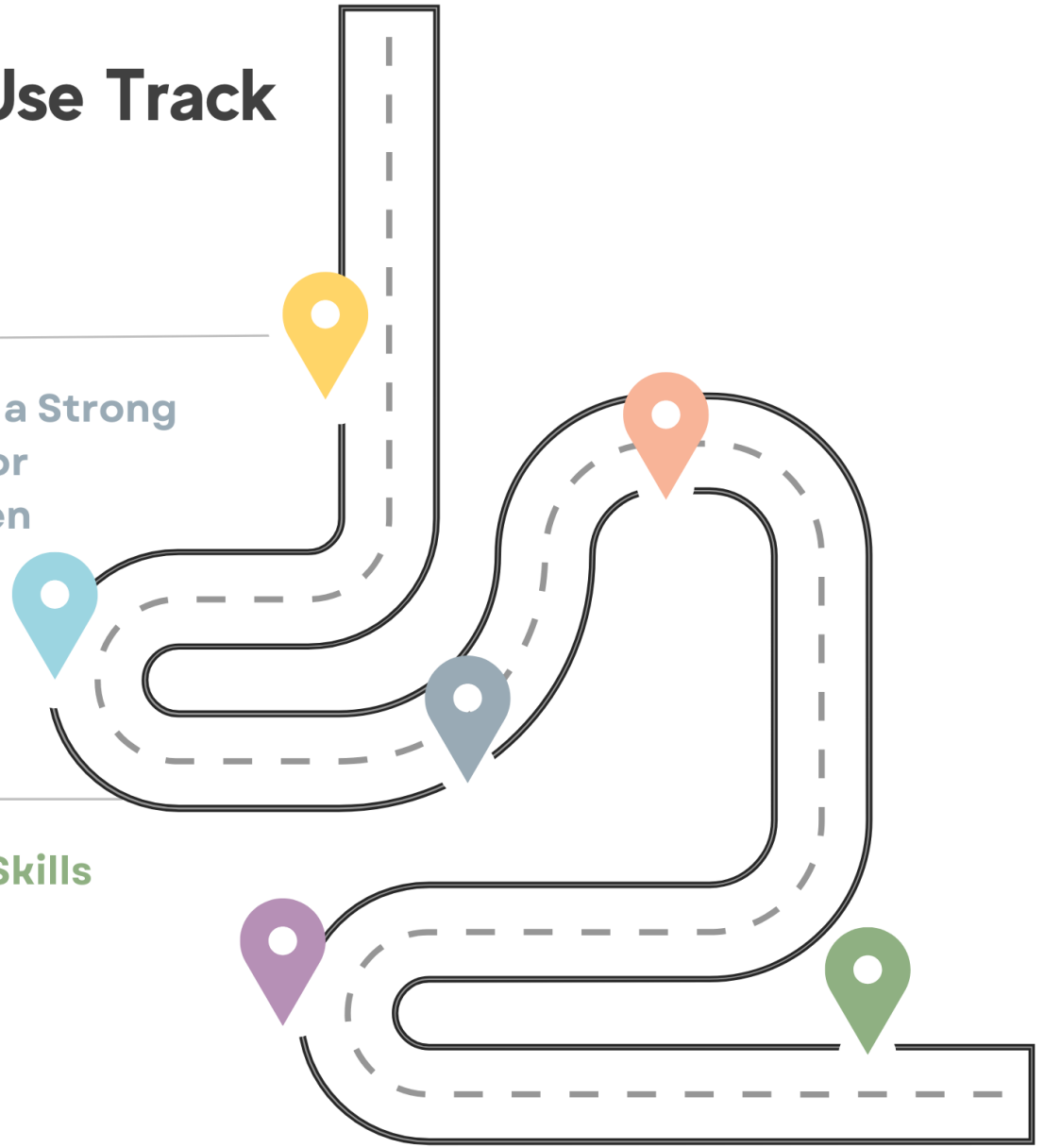
NACCHO
National Association of County & City Health Officials

Intersection of ACEs & Substance Use Track Key Strategy Areas

Strengthen Economic Supports to Families

Promote Social Norms that Protect Against Violence & Adversity

Ensure a Strong Start for Children



Connect Youth to Caring Adults & Activities

Intervene to Lessen Intermediate & Long-Term Harms

Teach Skills

NACCHO
National Association of County & City Health Officials

Program Activities

Program Kick-Off Meeting

NACCHO will hold on February 6th, 2023 from 2:00-3:30pm ET. All participants must attend or send a designee.

Monthly Mentor/Mentee Meetings

Paired LHDs will hold at least 12 dedicated 1:1 meetings between the mentor and mentee teams through the project period.

Cohort-Based Learning & Technical Assistance (TA)

Mentors will participate in the Leadership Coaching Series. Mentees will participate in a Peer-to-Peer Learning Community.

Needs Assessment, Work Plan, and TA Plan

Mentors will work with mentees to understand their local context and needs, develop a work plan, and design TA to support.

Health Equity in the Response to Drug Overdose Training

Mentees will take an online training course to integrate health equity into drug overdose prevention and response strategies.

NACCHO
National Association of County & City Health Officials

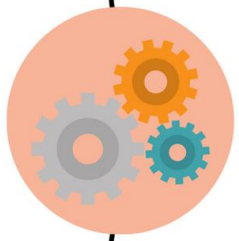
Program Activities

Mentorship Symposium

Mentees will attend and Mentors will present at an in-person conference with other NACCHO OIVP grantees.

Site Visit

Mentees will host their mentor for an in-person site visit at their agency to support relationship building and intensive TA.



Sustainability Plan

Mentors will support their mentee in developing a plan to sustain their work beyond the project period.

NACCHO Check-Ins

Paired LHDs will meet with NACCHO point-of-contact on a quarterly basis, providing progress and work plan updates.

Project Evaluation

All participants will support evaluation activities including end-of-project report, surveys, or interviews.

NACCHO
National Association of County & City Health Officials

Why apply

As a NACCHO Mentor?

Build coaching and facilitation skills

Learn and develop skills to help facilitate needs assessments, work plan development, sustainability planning, and more. We'll offer tips and tricks for facilitation in a virtual environment!

Grow team members' strengths as mentors

While each applicant needs a "lead mentor," you can apply with a mentor team, allowing other staff to strengthen their skills through participation in the leadership coaching series and work with your mentee.

Connect with peers across the country

Network and foster connections with peer LHDs from across the country. Learn from their experiences and share your own! As a mentor, you'll have the opportunity to network with both LHD mentees and other mentors.

Fund staff development

To support completion of the program activities, LHDs can use project funds to further strengthen their capacity as mentors by supporting relevant professional development opportunities.

Travel for symposium and site visit

Meet peers for shared learning experiences and a chance to flex your presentation skills at the in-person symposium. Then, apply your coaching skills through hands-on technical assistance during your site visit!

NACCHO
National Association of County & City Health Officials

Testimonials

" [Our mentor was] without a doubt a main driving force for our agency. Their ability to convey concepts from a larger scale response so that it can be applied to a smaller community like ours was crucial."

"I think the strength of the program is connecting staff from different health departments and giving them an opportunity to learn from one another. There are so many amazing initiatives going on across the country and we would've never known about those had it not been for the mentorship program!"

"These relationships will continue to help serve us and our work, even beyond the end of the program."

"It was a rare and fortunate opportunity to see so many health departments within the country all in one place for a similar cause. It was a good experience to connect and share challenges, new ideas, and successes."

"While we were the mentor in this grant, we learned so much from other mentors who had many more years of experience than we do, as well as learned from the mentees."

"I think that regardless of mentor or mentee status, we were all learning from each other. We all have experiences to share that hopefully strengthened ALL of our work. This was truly a collective learning experience."

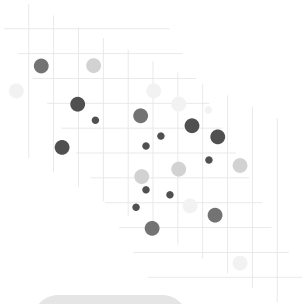
"Understanding the specific geographies, demographics etc. of our mentee's counties and ways in which they look at their data, helped shed new light for us on new perspectives and things to consider when analyzing our own data."

NACCHO
National Association of County & City Health Officials

Application Process

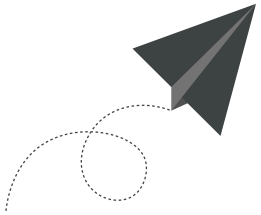
NACCHO
National Association of County & City Health Officials

Getting Started

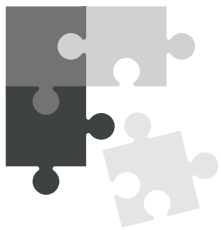


Review the program expectations in the Request for Proposals and contract requirements to plan for and ensure you have the capacity and ability and to complete them.

Discuss the project requirements, key strategies, relevant work and/or goals for the program.



Route required contractual forms for signature. Work on obtaining letters of support, if applicable.

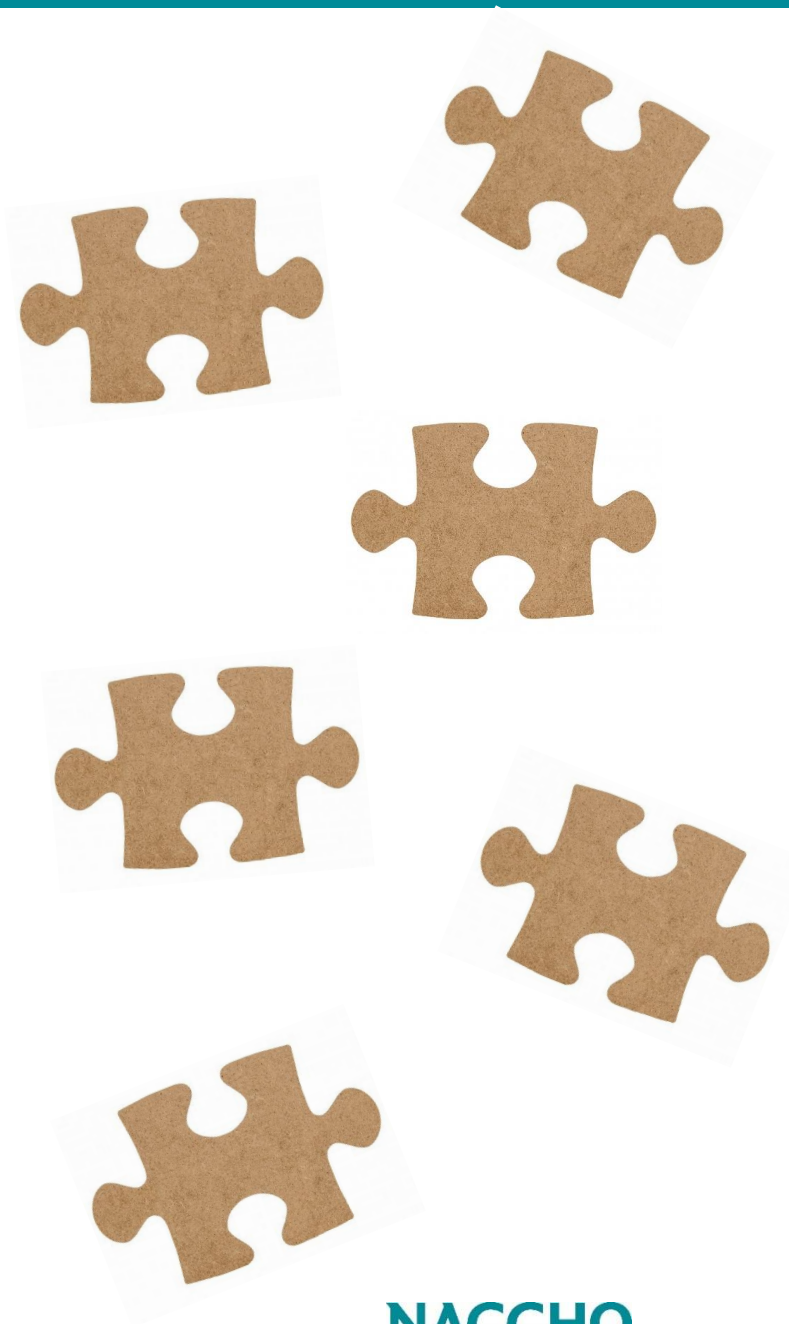


Create or use MyNACCHO.org account to begin the online application.

NACCHO
National Association of County & City Health Officials

Application Components

- Applicant Overview, including key strategy selection and jurisdictional characteristics
- Mentee Applicants
  - Statement of Need
  - Our Work
  - Goals & Interest
  - Staffing Plan
- Mentor Applicants
  - Our Work
  - Capacity to Mentor



NACCHO
National Association of County & City Health Officials

Application Components

- Budget Justification and Narrative
  - Not scored but must be approved for contract execution. No preference given for applicants submitting a budget less than the maximum award
  - Will be reviewed based on:
    - Reasonableness of costs
    - Cost allowability
    - Sufficient staffing to support project activities
    - Sufficient justification of costs
  - Will be used to develop final payment schedule of deliverables
  - NACCHO strongly encourages applicants to allocate sufficient funds to pay PRS at least a living wage
    - See MIT's living wage calculator: https://livingwage.mit.edu/

NACCHO
National Association of County & City Health Officials

Contractual Forms

- NACCHO Standard Contract for review
- Vendor Information
- W-9 Form
- Certification of Non-Debarment
- FFATA
- Proof of active registration with SAM.gov in accordance with an active DUNS number

Additional Documentation

- Mentors
  - Must submit
    - One letter of support from the Health Director or Administrator
    - Resume or CV of each staff member serving on the mentor team
  - May submit
    - One reference letter for the lead mentor
- Mentees
  - Must submit
    - One letter of support from the Health Director or Administrator

NACCHO
National Association of County & City Health Officials

Unallowable Costs

- Clinical care and direct services
- Furniture
- Incentives such as gift cards greater than $25
- Reimbursement of pre-award costs
- Equipment purchases greater than $5,000.
- Legislative activities
- Materials falling under federal paraphernalia guidelines (syringes, pipes)
- Purchase of naloxone

NACCHO
National Association of County & City Health Officials

Application Portal

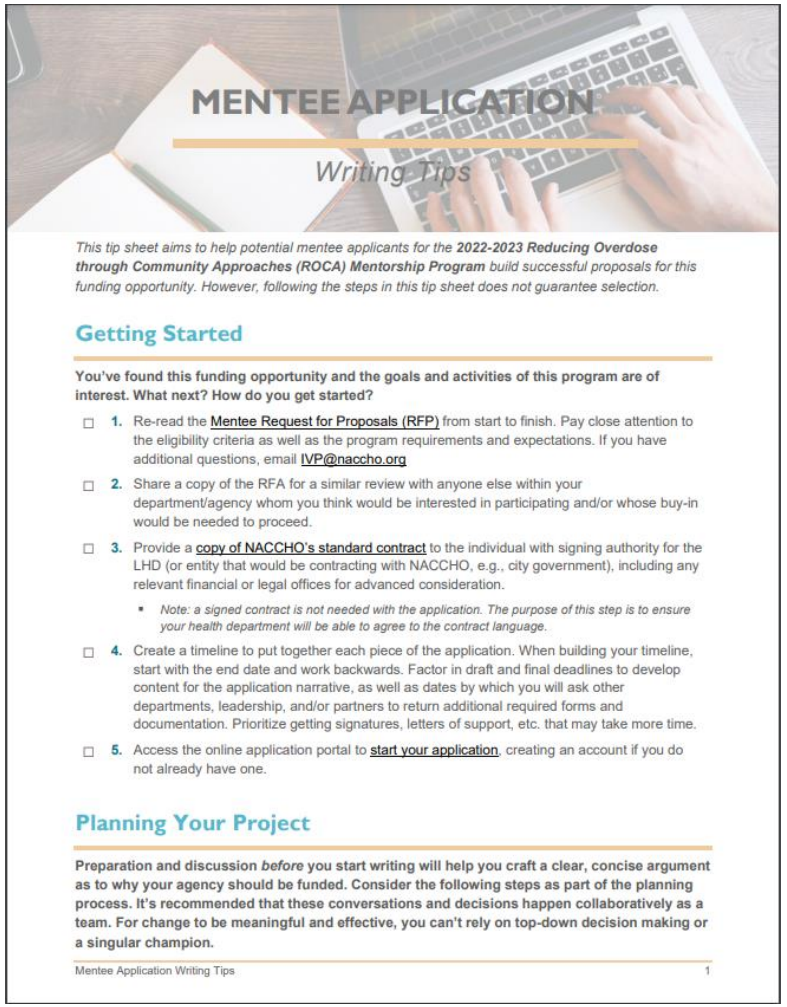
- OpenWater platform
- Create or use MyNACCHO.org account
- Add information and upload all documents directly on site
- Applicants will receive a confirmation of receipt

NACCHO
National Association of County & City Health Officials

Supplementary Resources

- **Frequently Asked Questions** document to be distributed after the webinar

- **Mentee Application Writing Tips**



MENTEE APPLICATION

Writing Tips

*This tip sheet aims to help potential mentee applicants for the **2022-2023 Reducing Overdose through Community Approaches (ROCA) Mentorship Program** build successful proposals for this funding opportunity. However, following the steps in this tip sheet does not guarantee selection.*

Getting Started

You've found this funding opportunity and the goals and activities of this program are of interest. What next? How do you get started?

1. Re-read the Mentee Request for Proposals (RFP) from start to finish. Pay close attention to the eligibility criteria as well as the program requirements and expectations. If you have additional questions, email IVP@naccho.org
2. Share a copy of the RFA for a similar review with anyone else within your department/agency whom you think would be interested in participating and/or whose buy-in would be needed to proceed.
3. Provide a copy of NACCHO's standard contract to the individual with signing authority for the LHD (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration.
   - *Note: a signed contract is not needed with the application. The purpose of this step is to ensure your health department will be able to agree to the contract language.*
4. Create a timeline to put together each piece of the application. When building your timeline, start with the end date and work backwards. Factor in draft and final deadlines to develop content for the application narrative, as well as dates by which you will ask other departments, leadership, and/or partners to return additional required forms and documentation. Prioritize getting signatures, letters of support, etc. that may take more time.
5. Access the online application portal to start your application, creating an account if you do not already have one.

Planning Your Project

Preparation and discussion *before* you start writing will help you craft a clear, concise argument as to why your agency should be funded. Consider the following steps as part of the planning process. It's recommended that these conversations and decisions happen collaboratively as a team. For change to be meaningful and effective, you can't rely on top-down decision making or a singular champion.

Mentee Application Writing Tips 1

NACCHO
National Association of County & City Health Officials

Q & A

NACCHO
National Association of County & City Health Officials

Poll

How likely are you to apply?

- Very Likely
- Likely
- Neutral
- Unlikely
- Very Unlikely

NACCHO
National Association of County & City Health Officials

Closing

- These slides and a recording of this call will be posted here: https://www.naccho.org/programs/community-health/injury-and-violence/#ROCA
- An FAQ document will be uploaded to the same location by CoB on 11/10
- You may e-mail additional questions to IVP@NACCHO.org

NACCHO
National Association of County & City Health Officials

This webinar has now ended.
You may disconnect.

Thank you!

NACCHO
National Association of County & City Health Officials